



7. SHOULDER EXERCISES Alternately shrug each shoulder up as high as possible and then relax it. Lift both shoulders and roll them backwards. Repeat this exercise often, sitting or standing. (Reduces muscle tension in neck and shoulders)



8. KNEE TO NOSE Seated, pull one knee up towards your chest, then try to touch the knee with your head. Movements should be slow and smooth. (For lower back and abdominals, promotes relaxation)



9. FLUTTER KICK & ANKLE CIRCLES Sit at your desk, back pushed into back of the chair. Lift both legs and gently flutter kick. Relax. Now raise each leg one at a time and circle the foot from the ankle. (For abdominals, legs and ankles)



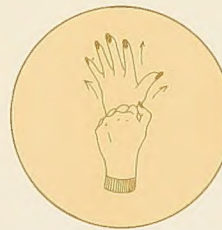
10. LEG AND ARM SWINGS Touch back of chair with one hand for balance. Swing outside arm and leg back and forth in opposite directions. Repeat on the other side. (Firms legs, relaxes shoulder)



11. SHOULDER STRETCH Reach back over right shoulder with right hand while bending left arm up the back to try and touch hands. Relax by dropping arms to sides. Alternate arms.



12. DEEP BREATHING Sit in chair with arms relaxed. Inhale slowly as you "sit tall", tightening your muscles and pulling shoulders back. Exhale completely as you slump forward, relaxing your whole body. (Relaxation)



SPECIAL FOR TYPISTS AND PENCIL PUSHERS

FINGER SQUEEZE AND STRETCH

- Alternately clench fists and stretch out all fingers



HAND PULL

- Gently pull fingers back
- Relax hands and arms and shake loosely at sides



EXERCISE TIPS

- Start slowly, don't strain
- Organize an "Exercise Break" in your office. Lead simple exercises to music at coffee break
- For full fitness benefits, enjoy additional vigorous activities such as skiing, bicycling, skating and hiking in your leisure time
- Smile! — it's good exercise for your face. Besides, someone nice may smile back at you!

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EXERCISE AT THE OFFICE

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DAILY EXERCISE IS THE KEY



The human body is the only machine that breaks down when not used. To prevent premature aging or degeneration of muscles and joints, it is essential to use them every day. Daily light exercise will improve your posture, flexibility, and muscle-power.



Pressure

Pressure and tension are a part of everyone's working day. Exercise on the job helps an individual relax and cope better with stress.



Physical Activity

Physical activity everyday, even in brief amounts, is essential for weight control. Physical movement burns up calories in a cumulative manner throughout the day.

IT MAKES SENSE TO:

- Include regular light exercise in your working day
- Look for opportunities to increase your physical activity.

TO AND FROM WORK

- Walk or bicycle to work
- Get off the bus a few stops earlier and walk
- Park your car several blocks away. You'll save money too!

INCREASING YOUR OCCUPATIONAL MOVEMENT

- take phone calls standing up
- don't slouch: stand and sit erect, shoulders back
- stretch your whole body and deep breathe every hour
- use the stairs, not the elevator
- take a brisk walk at noon



- "Condition" yourself: Each time the phone rings, pull your stomach in and hold it while you talk
- As often as you can, Perform the SIMPLE OFFICE EXERCISES shown on the next pages. Start with a few repetitions and increase the number gradually.



1. PEDALLING (on the spot) Keep legs moving continuously in a pedalling motion, rolling feet up high on toes. Relax arms and swing in opposite direction to feet. Perform anytime. (Stimulates circulation, firms calves and thighs)



2. HEAD SEMI-CIRCLES Let head fall forward and to right side in smooth motion, then focus eyes. Continue by relaxing head down and across to other side. Can be done anytime, standing or sitting. (For neck and upper back muscles, release of tension)



3. SIDE LEANS While standing, lean as far as is comfortable to each side, reaching down the leg with the hand. (Increases flexibility and helps firm waist and upper trunk)



4. TRUNK TWIST With arms relaxed and feet apart, slowly twist around each side and back, following the leading hand with your eyes. Avoid violent twisting.



5. DESK PUSH-UPS Bend arms, lowering body to desk and then back up. Keep body straight. (Firms arms and improves upper body strength)



6. STRETCH ARM TO LEG Sitting, extend one leg and slowly reach forward with the opposite arm, trying to touch toes. Stretch to the other side. (Improves flexibility, good for legs and lower back)